



Manicurist License by Reciprocity

- Application must be complete and accurate upon receipt to be fully processed.
- Application must be accompanied by the \$40.00 application fee.
- Documentation must be in English or accompanied by a certified translation in English.
- Applicant must have a valid equivalent license in another jurisdiction*
- Applicant must be at least 18 years of age
- Applicant must have completed an eighth grade education or equivalent.
- Applicant must provide a license certification from their jurisdiction. If applicant's jurisdiction's board offers online license verification, this is acceptable.
- Applicant's jurisdiction must require 450 hours** of manicurist education in a beauty culture school.*** If not, one of the following would also qualify:
 - 1) If applicant has been licensed for LESS THAN 20 years; one (1) year of licensed experience is equal to one hundred (100) hours of education to an applicant who has completed a minimum of 300 hours of education in a beauty culture school.
 - 2) If applicant has been licensed for MORE THAN 20 years; one (1) year of licensed experience is equal to one hundred (100) hours of education to an applicant who has completed a minimum of 100 hours of education in a beauty culture school.
- Applicant's jurisdiction must require at least 70% passing on both written and practical licensing exams.
- For Jurisdictions outside the United States only: Please submit high school diploma (or record of last year attended) and beauty culture school transcript. If the original documents are in a foreign language, a certified translation in English must accompany the original documents.

* If the applicant's jurisdiction does not issue a license to practice manicuring the applicant may apply for a provisional manicurist license (see below).

** If the applicant's jurisdiction accepts apprenticeship hours as an option for licensure, the applicant should submit documentation showing proof of completing the education requirement; this may include a transcript from the applicant's beauty culture school, an official certification from the original jurisdiction that indicates the applicant received 450 hours of education from a beauty culture school, or a letter from the jurisdiction indicating that the applicant received 450 hours of education from a beauty culture school. The number of hours reflects the applicant's state's minimum education requirement rather than the actual number of hours that were obtained. If the applicant completed extra hours above and beyond the state's minimum requirement, the extra hours would not apply.

*** If the applicant attended a nail school (and has not been licensed in another state which requires graduation from a manicurist program in a beauty culture school), the applicant does not meet minimum reciprocity requirements.

If an applicant comes from a jurisdiction that issues a manicurist license but does not meet Indiana's minimum reciprocity requirements, they may transfer their hours from their original out-of-state school to a beauty culture school in Indiana. The applicant would need to graduate from the Indiana-approved beauty culture school and then apply by examination. Beauty culture schools may accept hours from out-of-state schools, but are not required by the board to do so.